

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D.C.

CIVIL AIR PATROL

CM-38

NATIONAL HEADQUARTERS
WASHINGTON, JULY 1, 1942

Subject: State Wing Organizations

To: All Wing Commanders

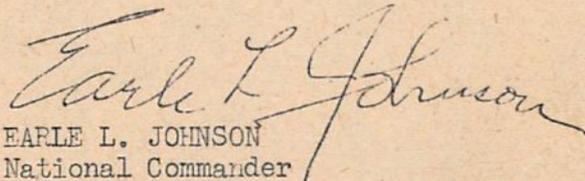
1. In order that National Headquarters shall have a complete record of all State Wing Organizations, all Wing Commanders will complete and return to these Headquarters within the shortest possible time, the enclosed Special Report Forms Nos. 8, 9, and 10 (CCD Form Nos. 621, 622, 623).

2. As a result of the many recent vacancies and transfers in Wing Staff Organizations because of resignations of individuals who have reported for duty with our armed services or have gone on active duty with Civil Air Patrol Task Forces, the information on hand at National Headquarters is incomplete and in many cases incorrect.

3. In reporting the numbers of units, reference will be made to Operations Directive No. 1 - Standard Numbering for Civil Air Patrol Units.

4. Forms SR-8, 9 and 10 will be submitted to National Headquarters in triplicate and one copy will be retained in each Wing Headquarters' file.

5. National Headquarters will be advised of all additions and changes in personnel at the earliest possible date.


EARLE L. JOHNSON
National Commander

OFFICE OF CIVILIAN DEFENSE
Washington, D. C.

CIVIL AIR PATROL

NATIONAL HEADQUARTERS
WASHINGTON, JUNE 27, 1942

Subject: Monthly Roster

To: Commanding Officers, All Task Forces

1. Inclosed are forms for use in preparing Monthly Rosters of personnel on duty with Task Forces as of midnight of the last day of each month and including personnel departing during the month. Preparation of the Monthly Roster will be according to the instructions set forth on the attached model.

2. a. Names will be listed alphabetically within each category according to type of duty, in the following order, with indicated abbreviations:

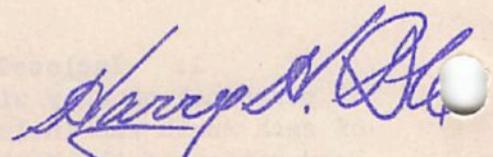
Operations Officer	- - - - -	O. O.
Engineering Officer	- - - - -	E. O.
Intelligence Officer	- - - - -	I. O.
Assistant Operations Officer	- - - - -	Asst. O. O.
Assistant Engineering Officer	- - - - -	Asst. E. O.
Assistant Intelligence Officer	- - - - -	Asst. I. O.
Airdrome Officer	- - - - -	Adm. O.
Pilot	- - - - -	Pilot
Observer	- - - - -	Obsr.
Radio Operator	- - - - -	Rad. Opr.
Mechanic	- - - - -	Mec.
Radio Mechanic	- - - - -	Rad. Mec.
Administrative Section Head	- - - - -	Adm. Sec. Head
Plotting Board Operator	- - - - -	Plot. Bd. Opr.
Clerk Typist	- - - - -	Clk. Typ.
Apprentice Mechanic	- - - - -	App. Mec.
Serviceman	- - - - -	Ser.
Guard	- - - - -	Gd.

b. In case any explanation is needed, it will appear in abbreviated form on the next line below the name, indented three spaces.

3. Losses in personnel during the month will be listed alphabetically in a separate column headed LOSSES, following the last entry pertaining to personnel on duty at the base as of midnight of the current month. An abbreviated statement of the reason for departure will be given in each case.

4. Monthly Rosters will be made out in triplicate, the original and one copy to be forwarded to National Headquarters, one copy to remain in Task Force file. The name of the Task Force Commander will appear as a signature on the last page of the Monthly Roster and in no other place.

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL
4th Task Force

MONTHLY ROSTER

Month ending June 1942

Parksley, Virginia
(Location)

(1) NAME	(2) SER. NO.	(3) DATE REPORTED	(4) DATE OF DEPARTURE	(5) DUTY
Brown, J. A.	1-1-214	5/29/42	X	O. O.
Clark, T. V.	2-4-17	6/1/42	7/1/42	E. O.
(One space between each category if more than one name listed in category.)				
Albert, H. T.		6/24/42	X	Pilot
Crist, J. A.	1-1-37	5/28/42	X	Pilot
Ames, Y. M.	1-2-48		X	Obsr.
Date aptd. not available. Will be furn. as soon as determined.				
Coffey, T. F.	4-6-36	5/26/42	7/15/42	Obsr.

LOSSES

Abbott, C. B.	3-4-516	6/25/42	6/27/42	Pilot
Airplane not satisfactory for duty				
Brown, F. J.	4-1-32	6/1/42	6/30/42	Gd.
Exp. Tour of Duty				

* * * * *

INSTRUCTIONS

- (1) Enter last name and both initials. If no middle initial, enter dash (--).
- (2) If serial number unavailable give reason.
- (3) Give date of reporting for current tour of duty.
- (4) If on duty for duration, enter "X." If on duty for limited period, enter date of end of tour of duty.
- (5) Use only abbreviations listed in accompanying letter. Use only titles as listed in accompanying letter.

When entering remarks below names, use abbreviations listed in accompanying Memorandum. If individual has had more than one assignment during month, list assignment held as of midnight of the last day of the month. Enter under his name the assignment or assignments previously held, the date of change, the paragraph number and order number effecting change.